

EASTERN IOWA MENTAL HEALTH AND DISABILITY SERVICES REGION

TRANSITION PLAN

FY14-FY15



REVISED 6/27/14 (3)

This document serves as the Transition Plan for the Eastern Iowa Mental Health/Disability Services Region, hereafter referred to as the Region. The plan describes the steps taken by the Region to provide a smooth transition from a county to a regional system for individuals with mental illness, intellectual disabilities, developmental disabilities and brain injuries.

Table of Contents

A. Local Access Points	Page 3
B. Targeted Case Management Providers	Page 4
C. Service Provider Network	Page 5
D. Service Access and Authorization Process	Page 8
E. Information Technology and Data Management	Page 14
F. Business Functions and Accounting Procedures	Page 14
G. Data Reporting and Other IT Requirements	Page 17
H. Attachments	Page 18

A. Access Points:

An access point is an agency within the Region's service system trained to complete the MH/DS regional applications for individuals with a mental illness, intellectual disability, developmental disability and/or brain injury. The Region has designated the following access points, including targeted case management agencies.

<u>Access Point</u>	<u>Access Point</u>
Vera French Community Mental Health Center- VFCMHC 1441 W. Central Park Ave. Davenport, IA 52804 Tele: (563) 383-1900	Muscatine County Community Services 315 Iowa Ave. Muscatine, IA 52761 Tele: (563) 263-7512
Cedar County Case Management 400 Cedar St. Tipton, IA 52772 Tele: (563) 886-1726	Cornerstone Wellness Center 1523 S. Bluff Blvd. Clinton, IA 52732 Tele: (563) 243-6054
Genesis Medical Center 1401 W. Central Park Ave. Davenport, IA 52804 Tele: (563) 421-1000	Mercy Medical 1410 N. 4 th St. Clinton, IA 52732 Tele: (563) 244-5678
Hillcrest Mental Health Center 117 S. Olive Street Maquoketa, IA 52060 Tele: (563) 652-4958	Jackson County Mental Health Department 201 W. Platt Street Maquoketa, IA 52060 Tele: (563) 652-4246
Jackson County Case Management 201 W. Platt Street Maquoketa, IA 52060 Tele: (563) 652-4246	Clinton County Community Supports Department PO Box 2957 Clinton, IA 52732 Tele: (563) 244-0563
CMHC for Mid-Eastern Iowa 505 E. College St. Iowa City, IA 52240 Tele: (319) 338-3813	Bridgeview Community Mental Health Center 638 S. Bluff Blvd. Clinton, IA 52732 Tele: (563) 243-5633
DHS Targeted Case Management 3817 W. Locust St. Davenport, IA 52804 Tele: (563) 388-1098	Muscatine County Case Management 315 Iowa Ave. Muscatine, IA 52761 Tele: (563) 263-7512

Scott County Community Services 600 W. 4 th St. Davenport, IA 52801 Tele: (563) 326-8723	Cedar County Community Services 400 Cedar St. Tipton, IA. 52772 Tele: (563) 886-1726
Clinton County Case Management PO Box 2957 Clinton, IA 52732 Tele: (563) 244-0562	

B. Targeted Case Management Providers:

The Region shall offer choice and access to cost effective, evidenced based, conflict free Targeted Case Management as described in Iowa Administrative Code 441-25.21(1)g.

The designated case management agencies serving the Region must be accredited by the Department of Human Services. Targeted Case Managers must meet the qualifications as defined in Iowa Administrative Code 441-24.1.

The region's Case Management Providers include:

Cedar County: Cedar County Case Management

Clinton County: Clinton County Targeted Case Management

Jackson County: Jackson County Case Management

Muscatine County: Muscatine County Case Management

Scott County: Subcontracts with DHS/TCM and Vera French CMHC for case management services

C. Service Provider Network:

The Region's service provider network is listed below.

<u>Provider Name</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip code</u>	<u>Services Provided</u>
A Plus Home Health Care	890 43rd Ave.	Moline	IL	61265	Home Health Aide
Abbe Center for CMH	520 11th St. NW	Cedar Rapids	IA	52405	Outpatient Therapy Medication Management
ARC of Southeast Iowa	2620 Muscatine Ave.	Iowa City	IA	52240	Residential Supported Employment
Bear Creek Therapy	229 S. Main St., Suite 1	Maquoketa	IA	52060	Outpatient Therapy
Bridgeview CMHC	638 S. Bluff Blvd.	Clinton	IA	52732	Outpatient Therapy Medication Management Community Support Representative Payee Integrated Health Home Crisis Stabilization
Candlelight Services LLC	3901 Marquette St.	Davenport	IA	52806	Transportation
Cedar County Case Management	400 Cedar St.	Tipton	IA	52772	Targeted Case Management
Cedar County Community Services	400 Cedar St.	Tipton	IA	52772	Service Coordination Outreach
Cedar Employment Opportunities	401 W. 9th St.	Tipton	IA	52772	Vocational
Clinton County Case Management	PO Box 2957	Clinton	IA	52732	Targeted Case Management
Clinton County Community Supports	PO Box 2957	Clinton	IA	52732	Service Coordination Guardianship Outreach
Clinton MTA	1320 S. 2nd St.	Clinton	IA	52732	Transportation
CMHC of Mid-Eastern Iowa	505 E. College St.	Iowa City	IA	52240	Outpatient Therapy Medication Management Integrated Health Home Crisis Stabilization
Community Health Care	500 W. River Dr.	Davenport	IA	52801	Health Home Medication
Compassion Counseling Inc.	2435 Kimberly Rd., Suite 145	Bettendorf	IA	52722	Outpatient Therapy Medication Management
Compassion Counseling Inc.	3500 Oakview Dr. Ste. C	Muscatine	IA	52761	Outpatient Therapy Medication Management
Consumer Designed Services	124 E. 2nd St.	Muscatine	IA	52761	Residential

Cornerstone Wellness	1523 S. Bluff Blvd.	Clinton	IA	52732	Outpatient Therapy Medication Management
Counseling for Healing Center	22834 Hwy. 64	Maquoketa	IA	52060	Outpatient Therapy
Crossroads Inc.	1424 Houser St.	Muscatine	IA	52761	Vocational Residential
DAC, Inc.	1710 E. Maple St.	Maquoketa	IA	52060	Vocational Residential Representative Payee
Delaware/Dubuque/Jackson Regional Transit Authority	7600 Commerce St.	Dubuque	IA	52002	Transportation
DHS Targeted Case Management	3817 W. Locust St.	Davenport	IA	52804	Case Management
Family Counseling and Psychology Center	2485 Tech Drive	Bettendorf	IA	52722	Outpatient Therapy
Family Foundations of Iowa	2435 Kimberly Road Suite 155	Bettendorf	IA	52722	Outpatient Therapy
Family Resources	2800 Eastern Ave.	Davenport	IA	52803	Outpatient Therapy Integrated Health Home
Family Resources	119 Sycamore St.	Muscatine	IA	52761	Outpatient Therapy Medication Management Integrated Health Home
First Med Pharmacy	1227 E. Rusholme St.	Davenport	IA	52803	Medications
Genesis Medical Center	1401 W. Central Park Ave.	Davenport	IA	52804	Emergency Room Inpatient Crisis Stabilization Referral
Genesis Psychology Associates	865 Lincoln Road	Bettendorf	IA	52722	Outpatient Therapy
Globetrotters Transportation/Virgie White	1430 W. 8th St.	Davenport	IA	52802	Transportation
Goodwill of Northeast Iowa	2121 Holiday Dr.	Dubuque	IA	52002	Vocational
Goodwill of the Heartland	1410 S. 1st Ave.	Iowa City	IA	52240	Vocational
Handicapped Development Center	3402 Hickory Grove Rd.	Davenport	IA	52806	Residential Vocational Respite
Hillcrest Mental Health Center	117 S. Olive St.	Maquoketa	IA	52060	Outpatient Therapy Medication Management Integrated Health Home Crisis Stabilization
HyVee Drugstore	510 E. 6 th St.	Muscatine	IA	52761	Medication
HyVee Grocery	2600 2 nd Ave.	Muscatine	IA	52761	Medication
Jackson County Case Management	201 W. Platt St.	Maquoketa	IA	52060	Targeted Case Management
Jackson County Mental Health Dept.	201 W. Platt St.	Maquoketa	IA	52060	Service Coordination Outreach

Jackson County Regional Health Center	700 W. Grove St.	Maquoketa	IA	52060	Emergency Room Crisis Stabilization Referral
Liberty Counseling	1912 Middle Rd., Suite 300B	Bettendorf	IA	52722	Outpatient Therapy
Lutheran Services in Iowa	315 Iowa Ave. Ste. C	Muscatine	IA	52761	Residential Outpatient Therapy Community Support
Lutheran Services in Iowa	315 5 th Ave. South	Clinton	IA	52732	Crisis Stabilization
Mercy Medical Center	1410 N. 4 th St.	Clinton	IA	52732	Inpatient Crisis Stabilization Emergency Room Referral
Midwest Building Services Inc.	2720 Ripley St.	Davenport	IA	52803	Home and Vehicle Modification
Muscatine Community Services	315 Iowa Ave.	Muscatine	IA	52761	Service Coordination Case Management Guardian/Conservator Outreach Representative Payee
Muscatine City Transit	1459 Washington St.	Muscatine	IA	52761	Transportation
New Dawn Counseling	2821 Highway 22	Muscatine	IA	52761	Outpatient Therapy
New Choices Inc.	2501 18 th St., Suite 201	Bettendorf	IA	52722	Residential Home Health
New Choices Inc.	2213 Grand Ave.	Muscatine	IA	52761	Residential
New Choices Inc.	2320 N. 2 nd St.	Clinton	IA	52732	Residential Home Health Representative Payee
Optimae Life Services	3500 Harmony Ct.	Muscatine	IA	52761	Outpatient Therapy Representative Payee Residential Home Health
Pathways Living Center Inc.	P.O. Box 1896	Clinton	IA	52732	Outpatient Therapy Residential Representative Payee
REM	616 1 st Ave. N.	Mt. Vernon	IA	52314	Residential
River Bend Transit	7440 Vine Street Court	Davenport	IA	52806	Transportation
Scott County Community Services	600 W. 4 th St.	Davenport	IA	52801	Service Coordination Outreach Guardian/Conservator Representative Payee
Skyline Center	2600 N. 4th St.	Clinton	IA	52732	Residential Vocational Representative Payee Home Health

St. Luke's Hospital	1026 A Ave. N.	Cedar Rapids	IA	52406	Emergency Room Inpatient Crisis Stabilization Referral
Systems Unlimited	2533 S. Scott Blvd.	Iowa City	IA	52240	Residential Vocational
Unity Point Clinic	1518 Mulberry Ave.	Muscatine	IA	52761	Emergency Room Crisis Stabilization Referral Outpatient Therapy Medication Management Home Health
UnityPoint Trinity Hospital	4600 3rd St.	Rock Island	IL	61265	Emergency Room Crisis Stabilization Referral Inpatient
Trinity/Unity Point Robert Young Mental Health Center	4600 3rd St.	Rock Island	IL	61265	Outpatient Therapy Medication Management Integrated Health Home Crisis Stabilization
Vera French Community Mental Health Center	1441 W. Central Park Ave.	Davenport	IA	52804	Outpatient Therapy Medication Management Outreach Residential Community Support Program Integrated Health Home Crisis Stabilization
Wagner Pharmacy	220 5th Ave. S.	Clinton	IA	52732	Medication
Wester Drug	315 E. 2 nd St.	Muscatine	IA	52761	Medication

D. Service Access and Authorization:

An individual applying for funding must meet the general, financial, diagnostic and residency requirements in order to be eligible for assistance. Although the Region is the payer of last resort, the CEO/Management Team will ensure every eligible individual's funding needs are met regardless of funding sources. The Coordinators of Disability Services will evaluate the individual's needs to determine the type of services that may be appropriate. Then, they will assist the individual's to apply for all other available funding sources including medical assistance programs, grants, etc.; and also identify any natural supports that may provide additional assistance.

Application and Enrollment:

Individuals residing in the Region, or their legal representative, may apply for funding for services by contacting the local County office or may contact one of the designated access points to complete an application. All applications shall be forwarded to the office located in the County where the individual resides for determination of eligibility for funding.

The funding application shall be used by all designated access points. If a language or other barrier exists, the access point shall contact an appropriate person to assist the individual in the intake process or contact the local county office to make such arrangements. The completed application shall be forwarded by the access point to the local county office by the end of the business day.

The Coordinators of Disability Services in the local office shall review the application within ten (10) business days to determine if all necessary information is present and complete on the application. If the application is incomplete, it shall be returned to the individual with a request for additional information. Failure to respond within thirty (30) calendar days with the necessary information and/or to provide a fully completed application may result in a denial of funding.

Residency:

If an individual has complied with all requested information, their access to services shall not be delayed while awaiting a determination of legal residence. In these instances, the Region shall fund services and later seek reimbursement from the county of legal residence.

General Eligibility:

It is the expectation of the Region that an uninsured individual requesting assistance will need to apply for health insurance as required by the Affordable Care Act. In the event an individual did not apply for ACA in a timely manner, an application for funding can still be made to the local county office where the individual resides.

In the event the individual's monthly gross income meets the Iowa Wellness and Market Place Choice (DHS) income guidelines, the individual will be assisted in the application process.

If an individual has access to private health insurance but refuses to purchase coverage, the Coordinators of Disability Services will refer the individual to a "Navigator" or a "Certified Application Counselor" regulated by the ACA, to assist the individual to

understand Market Place Choices and to explore the availability of possible tax credits and the use of premium tax credit adjustments.

If the individual continues to refuse to enroll during open enrollment periods or during times of life changing events, their application for funding will be denied.

Coordinators of Disability Services shall review the application to determine if the individual meets the eligibility:

1. The individual is at least eighteen years of age and a resident of this state or;
2. An individual who is 17 years of age, is a resident of this state, and is receiving publicly funded children's services may be considered eligible for services through the regional service system during the three (3) month period preceding the individual's eighteenth birthday in order to provide a smooth transition from children's to adult services or;
3. An individual under the age of 18 years and a resident of the state may be considered eligible for those mental health services made available to all or a portion of the residents of the region of the same age and eligibility class under the county management plan of one or more counties of the region applicable prior to formation of the region. Eligibility for services is limited to availability of the regional service system funds without limiting or reducing core services, and if a part of the approved regional service system management plan.

Financial Eligibility:

The individual must comply with financial eligibility requirements as stated in Iowa Administrative Code 441-25.16.

Income Guidelines: (Iowa Code 331.395.1)

- An individual with gross income at or below 150% of the current Federal Poverty Guidelines.
- An individual with gross income above 150% to 300% may be eligible for regional funding with a copayment as specified in this Plan.

The income eligibility standards specified in this Plan shall not supersede the eligibility guidelines of any other federal, state, county, or municipal program. The income guidelines established for programs funded through Medicaid (Waiver programs, Habilitation Services, etc.) shall be followed if different than those established in this manual.

In determining income eligibility, the average gross monthly income for the past three (3) months will be considered. However, recent employment and/or income changes may be considered by the Coordinators of Disability Services in determining income eligibility. An individual is expected to provide proof of income (including pay stubs, income tax return, etc.) as requested.

Resources Guidelines: IAC 441-25.16(2)

An individual may have resources equal to or less than the most recent Iowa State Medicaid guidelines. Additional details regarding resources are included in the Management Plan.

Diagnostic Eligibility:

The individual must have a diagnosis of Mental Illness, Intellectual Disability, Developmental Disability or Brain Injury:

Mental Illness:

Individuals who at any time during the preceding twelve-month period have had a mental health, behavioral, or emotional disorder or, in the opinion of a mental health professional, may now have such a diagnosable disorder. The diagnosis shall be made in accordance with the criteria provided in the most recent diagnostic and statistical manual of mental disorders published by the American Psychiatric Association, and shall not include the manual's "V" codes identifying conditions other than a disease or injury. The diagnosis shall also not include substance-related disorders, dementia, antisocial personality, or developmental disabilities, unless co-occurring with another diagnosable mental illness.

Intellectual Disability:

Individuals must meet the following three (3) conditions:

1. Significantly sub average intellectual functioning: an intelligence quotient (IQ) of approximately 70 or below on an individually administered IQ test (for infants, a clinical judgment of significantly sub average intellectual functioning). The diagnosis shall be made in accordance with the criteria provided in the most recent diagnostic and statistical manual of mental disorders published by the American Psychiatric Association, and shall not include the manual's "V" codes identifying conditions other than a disease or injury.

2. Concurrent deficits or impairments in present adaptive functioning (i.e., the individual's effectiveness in meeting the standards expected for the individual's age by the individual's cultural group) in at least two (2) of the following areas: communication, self-care, home living, social and interpersonal skills, use of community resources, self-direction, functional academic skills, work, leisure, health, and safety.
3. The onset is before the age of 18.

Developmental Disability:

Developmental Disability means a severe, chronic disability that:

1. Is attributable to a mental or physical impairment or combination of mental and physical impairments.
2. Is manifested before age 22.
3. Is likely to continue indefinitely
4. Results in substantial functional limitations in three or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-directions, capacity for independent living and economic self-sufficiency.

Brain Injury:

Brain injury means clinically evident damage to the brain resulting directly or indirectly from trauma, infection, anoxia, vascular lesions or tumor of the brain, not primarily related to degenerative or aging process, which temporarily or permanently impairs a person's physical, cognitive, or behavioral functions.

Reasons For Funding Denial:

An individual may be denied funding. The following are reasons for denial include but are limited to:

1. Not a resident of Iowa
2. Over Income Guidelines
3. Over Resource Guidelines
4. Does not meet diagnostic criteria
5. Refusal to utilize private insurance or enroll/apply for health insurance
6. Refusal to apply and accept other publicly funded services if eligible
7. Failure to provide necessary information or a fully completed application

Assistance to Other than Core Populations:

Because the Region had individuals with a diagnosis of a developmental disability and/or brain injury who were receiving services (SCL, Supported Employment, Sheltered Workshop and Transportation) paid by the Counties prior to forming a Region, the Region will continue to fund those individuals.

Notice of Decisions/Timeframes and Notice of Eligibility for Assessment:

Once a fully completed application is received in a Region's local Community Services office, the Coordinator of Disability Services shall determine if the individual meets all of the eligibility criteria within ten (10) business days. A Notice of Decision shall inform the individual of the funding decision and, if applicable, information to schedule the standardized assessment within ninety (90) days from the date of the application. The individual shall be notified of the Region's appeal process. Upon receipt of the assessment results, the Coordinator of Disability Services will notify the individual within thirty (30) days of the funding decision.

If an application for funding is of an immediate or urgent nature, it will be reviewed by the Coordinator of Disability Services by the close of business day. If eligible for funding, the individual will be contacted immediately.

Service Funding Authorization:

The Notice of Decision shall inform the individual of the action taken on the application, the reason for the action if the request is denied, the service provider, the services and the units of services approved. The individual shall be sent a copy of the Region's appeal process and informed they have the right to appeal the decision.

Eligible individuals who request or accept the service may be referred to a Targeted Case Manager, Integrated Health Home Care Coordinator or Coordinator of Disability Services for service coordination.

E. Information Technology and Data Management:

The Region will utilize the Community Services Network (CSN) for data collection and processing claims. Payments for local services will be paid by the individual counties and payments for regional services will be paid by the fiscal agent from the regional account after the CEO reviews the bills. The fiscal agent will also pay for the yearly audit through the regional account. Scott County will serve as the fiscal agent for the Region.

Provider data, address, telephone numbers, and contacts will be kept current in CSN by each local Community Services office. The Region is working with the Scott County IT Department to develop a website for the general public as well as the Governing Board, fiscal agent, CEO and Management Team members. The website should be completed by August 2014. Each County will have a link to the regional site.

F. Business Functions, Accounting Procedures and Administrative Processes:

Funding for the non-Medicaid mental health and disability services shall be under the control of the Region's Governing Board in accordance with Iowa Administrative Code 441-25.13 (331.391). The Governing Board shall retain full authority and financial risk for the Plan. The finances of the Region shall be maintained to limit administrative burden and to provide public transparency.

The CEO and the Management Team will prepare a proposed annual budget that will be reviewed by the Governing Board for final approval. The CEO, Management Team and the Governing Board will be responsible for managing and monitoring the adopted budget.

The services funded by the Region are subject to change or termination with the development of the Regional budget for each fiscal year.

The Governing Board is responsible for adopting and approving an annual budget for non-Medicaid mental health and disability services for the fiscal period July 1 to June 30 of each year. It is the Governing Board's duty to ensure a fair, equitable and transparent budgeting process. The Regional budget will be submitted by the CEO

based on the recommendations of the Management Team to the Governing Board for review and approval.

The Region will use a “hybrid method” to meet the needs of the Region. This method will include a regionally managed account for pooled funds to develop new regionally based programs/services while allowing individual counties to maintain funding and expenditures for core services based on local tax revenues. This method allows for the fiscal management of locally required services and for regionally based collaboration and coordination of services.

The Region has a County Services Agreement between each County in the Region and the Governing Board of Directors. See County Services Agreement, Attachment #1.

The County Services Agreement delegates the responsibility and funding of services at the local level. It authorizes each County to keep their property taxes, State Payment Program funds and Equalization funds to pay individual service invoices. See Flow Chart- Fee for Service Billing Process, Attachment #2. The Regional Governing Board approves the individual County’s provider Service Agreements with rates for specific services. These rates are to be used for approved services.

The local counties are responsible for all administrative functions related to the individual services, including acquiring service applications with financial, clinical/service needs and residency information. At the end of a fiscal year, a county audit will be performed for services provided and the audited fund balance over 20%, or an amount determined by the Regional Governing Board, will be sent to the regional funding pool.

Services delivered on a regional level will be through a service provider agreement and a block grant payment method. See Flow Chart- Regional Services Billing Process Attachment #3.

The Governing Board will approve administrative expenses as agreed upon with a provider or through a warrant list approved at their regularly scheduled meeting. The CEO will send the approved warrant list and invoices, along with the board minutes showing approval for payment, to the fiscal agent. See Flow Chart- Administrative Costs Billing Process, Attachment #4.

The Fee for Service Billing Process involves the following steps:

1. After a service is provided locally, the invoice, along with dates of service, consumer name, specific service (COA), units of service and amount due, will be submitted to the Community Services Director in the same county for review.

2. The Coordinator of Disability Services checks CSN to ensure there is a funding authorization to match the invoice.
3. If the invoice is correct, it is entered into CSN and submitted for payment at the local level.
4. If the invoice is not complete or correct, it is sent back to the provider to be corrected and resubmitted for payment.
5. Each county will pay individual invoices based on their internal county policy.

The Regional Service Billing Process involves the following steps:

1. After a service is provided, the invoice, along with a utilization report if required, will be submitted to the CEO of the region for review.
2. If the invoice is correct, the CEO will provide a warrant list with invoices to the Governing Board for approval.
3. If the invoice is incorrect or missing information, it is returned to the provider for corrections.
4. The CEO will send the Fiscal Agent the warrant list and invoices after the Governing Board meeting showing the approval to be paid from the regional funding pool.
5. The Governing Board will receive and approve financial reports on a regular basis.

The Governing Board will receive quarterly and annual budget reports from CSN in order to monitor the region's budget. In addition to an annual audit being conducted on the region's expenses/revenue, the region will submit the Annual Report to the Department of Human Services showing revenues, administrative and service expenses.

Accounting System and Financial Reporting:

The accounting system and the financial reporting requirements to the Iowa Department of Human Services conforms to Iowa Code 441- 25.13(2) (331.391) and includes all the non-Medicaid mental health and disability expenditures funded by the Region. Information is separated and identified in the most recent Uniform Chart of Accounts approved by the State County Finance Committee including, but not limited to, the following: revenues, expenses for administration and services.

Contracting/Rate Agreements:

The Region may contract with MH/DS providers whose base of operation is in the Region or they may use a rate agreement. The Region may also honor contracts/rate agreements with other Regions and may also have a contract/rate agreement with providers not based in the Region. A contract/rate agreement may not be required for a one-time or “as needed” service.

The Region will examine ways to develop financial incentives based on performance outcomes.

Funding shall be provided for appropriate, flexible, cost effective community services and supports to meet the individual’s needs in the least restrictive environment as possible. The Region recognizes the importance of individualized planning for the services and the supports to empower all individuals to reach their fullest potential.

An individual, who may be eligible for other publicly funded services and supports, must apply and accept such funding and support. Failure to do so will render the individual ineligible for regional funds unless the Region is mandated by a state or federal law to pay for said services.

Individuals, who are in need of and are awaiting approval and receipt of assistance under other programs, may be considered eligible for up to sixty (60) days, if all other eligibility criteria are met.

The Region shall be responsible for funding only the services and the supports authorized in accordance with the process described in the Plan, within the constraints of the budgeted dollars. The Region shall be the payer of last resort and regional funds shall not replace other available funding.

G. Data Reporting and Other Information Technology Requirements:

The Region will be using the Community Services Network (CSN) software package for data collection and billing.

CSN includes the following functionality: Client Management, Provider Management, Service Authorization, Electronic Claims Filing and Processing, Case Management, Billing and Reporting, Financial and Budgeting, Entity Profiles, User Profiles, Extensive Role Based Security, AdHoc Reporting, State Compliance Reporting and Electronic Clearing House. Currently 98 counties and approximately 40 case management agencies use CSN to manage their business. There are over 500 users and over 200,000 clients in the system.

The Region and each County will be able to review data and claims by Chart of Account. Each County will submit their expenditures (Warehouse Reports) in the State COA format at the end of the year to the fiscal agent. The CEO and fiscal agent will combine the expenditures for regional reporting purposes.

I. Attachments:

**#1. Eastern Iowa Mental Health/Disability Services Region
County Services Agreement**

For

Fiscal Year 2015

The Eastern Iowa Mental Health/Disability Services Governing Board is the Regional Administrative Entity, as defined in Iowa Code Section 331.388(4) and is the authorizing governing board for county services. The counties that make up the Eastern Iowa MH/DS Region perform the day to day service administration on behalf of the regional government. This agreement delegates the responsibility and funding for those services provided at the county level for Fiscal Year 2015 as outlined in the regional budget, annual service plan, and management plan adopted by the regional board to the counties.

This Service Agreement entered into effective July 1, 2014 to June 30, 2015 by and between The Eastern Iowa Mental Health/Disability Services Governing Board and _____ County. Funding for these services may be a combination of property taxes, equalization funds and state payment program funds from the State of Iowa.

_____ County agrees to perform all administrative functions related to the oversight of the services and provide staff to review all applications for financial, clinical/service needs and residency eligibility. The county will be responsible to complete all documentation and data collection required for state reporting of all expenditures.

At the end of the fiscal year, an audit will be performed at the county level to determine funds spent in the fiscal year and the remaining fund balance. Excess fund balance as determined by the Eastern Iowa MH/DS Regional Governing Board will be sent to the region 30 days after the county audit is received.

Each party shall hold harmless from and indemnify the other party against all claims, suits, actions, costs, attorney fees, expenses, damages, judgments, or decrees, incurred by reason of any person or persons or property being damaged or injured by any employee or official of the party, whether by negligence or otherwise. This paragraph does not constitute a waiver of any defense, privilege, or immunity that either party would have against any claim, suit, or other action.

_____ County and the Governing Board acknowledges and agrees to comply with all applicable state and federal laws and regulations protecting the confidentiality of individual records, including Health Insurance Portability and Accountability Act of 1996 (HIPAA), corresponding Standards for Privacy of Individually Identifiable Health Information regulations and Security Standards for Protection of Electronic Protected Health Information.

_____ County shall comply with all applicable Federal and State laws prohibiting discrimination against persons on account of race, sex, color, age, religion, national origin, disability, ability to pay or any other protected class.

IN WITNESS WHEREOF, The Eastern Iowa Mental Health/Disability Services Governing Board and _____ County, have executed this Agreement as of the date first above written.

The Eastern Iowa Mental Health/Disability
Services Governing Board

_____ County

By: _____
Governing Board Chair

By: _____
Chairman, _____ County Board
Of Supervisors

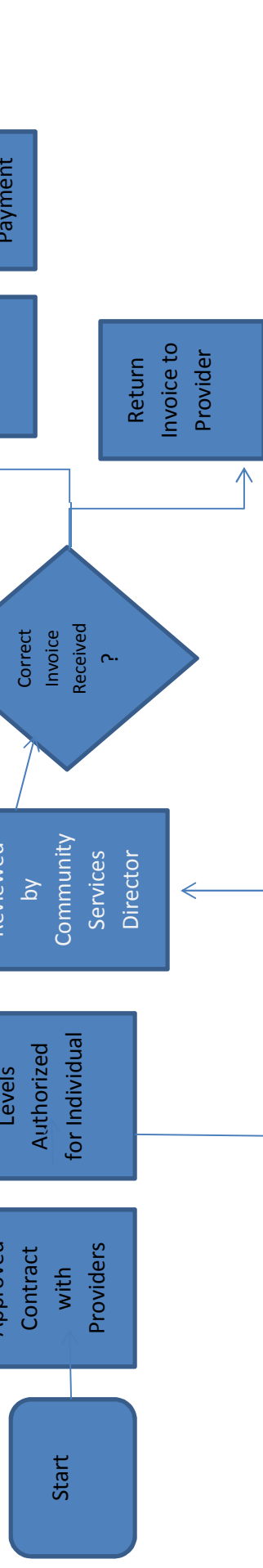
Date: _____

Date: _____

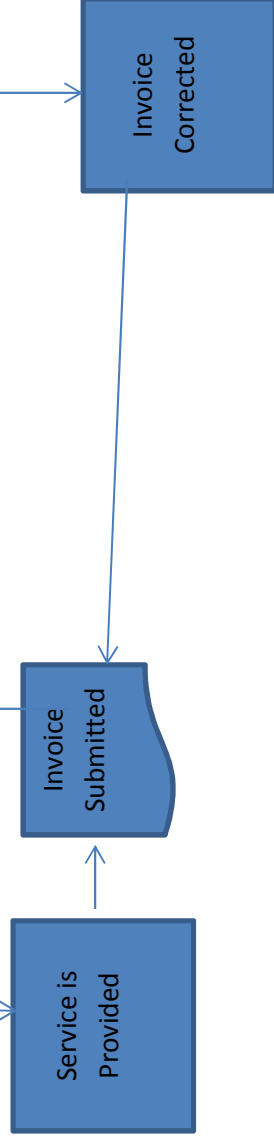
#2. Flow Chart- Fee for Service Billing Process

Fee for Service Billing Process:

County Level:



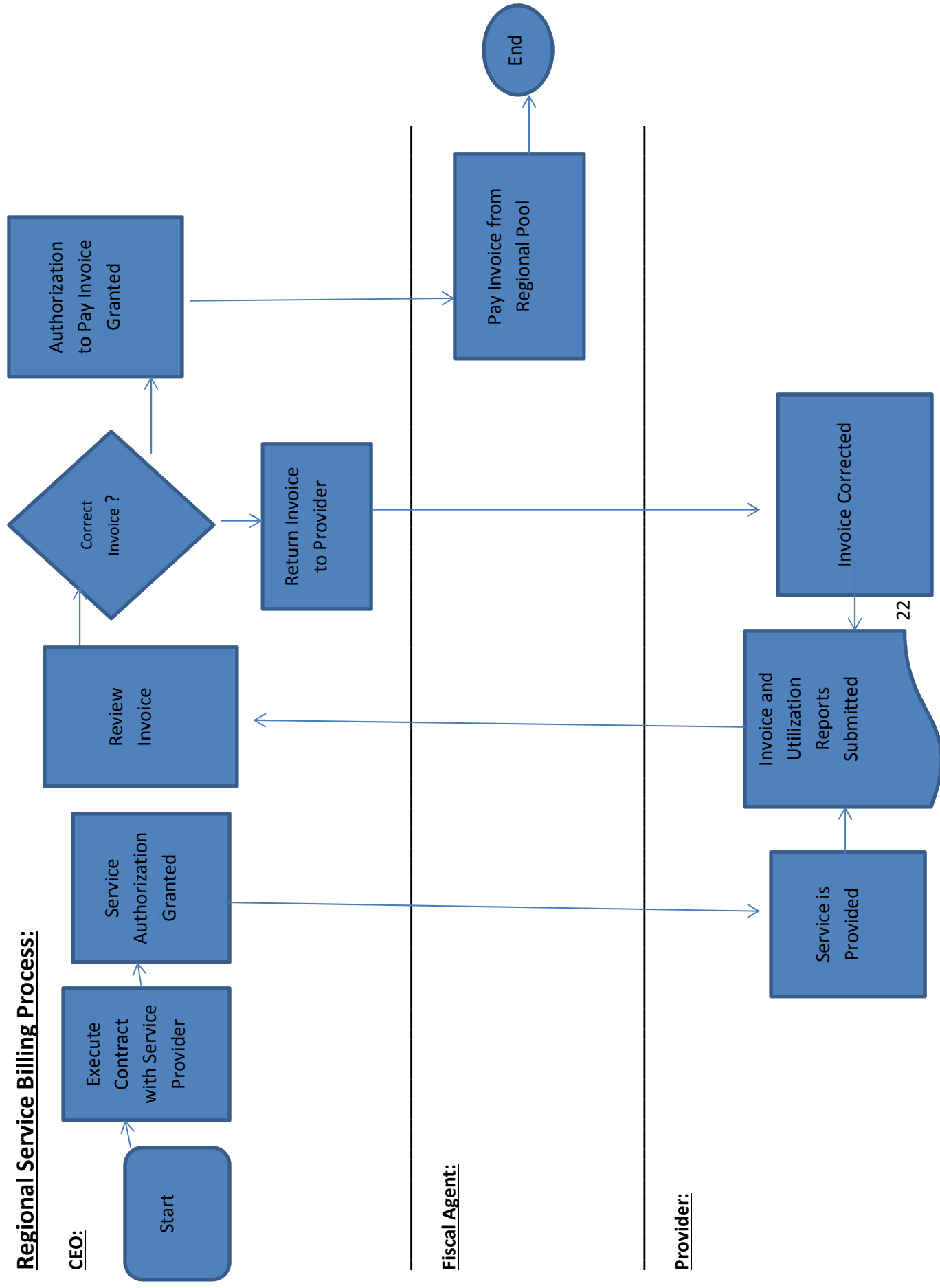
Provider Level:



#3.

Flow Chart- Regional Service Billing Process

Regional Service Billing Process:

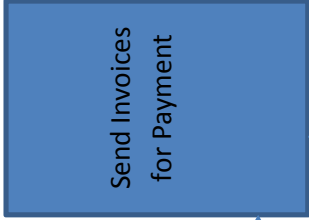


#4.

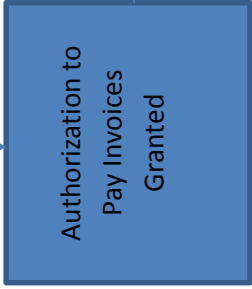
Flow Chart- Administrative Costs Billing Process

Administrative Costs Billing Process:

CEO:



Governing Board:



Fiscal Agent:

